Medical Documentation and Secretarial

WORDLIST

| **No.** | **Word** | **Part of Speech** | **Definition** | **Example** |
| --- | --- | --- | --- | --- |
| **1** | **Patient** | Noun | A person receiving medical care. | The doctor is talking to the **patient**. |
| **2** | **Record** | Noun | A written account of medical history or treatments. | The nurse is updating the **medical record**. |
| **3** | **Appointment** | Noun | A set time to meet with a doctor or professional. | I have a doctor's **appointment** tomorrow. |
| **4** | **File** | Noun | A collection of documents or records. | She opened a new **file** for the patient. |
| **5** | **Confidential** | Adjective | Kept private or secret. | Medical records are **confidential**. |
| **6** | **Report** | Noun | A document giving information on a specific subject. | The doctor wrote a **report** on the patient’s condition. |
| **7** | **Database** | Noun | A system that stores and organizes information. | All patient information is saved in a **database**. |
| **8** | **Document** | Noun/Verb | A written or printed paper that provides information. | She **documented** the patient's symptoms in the file. |
| **9** | **Form** | Noun | A printed or online paper with spaces for information. | The patient filled out a medical **form**. |
| **10** | **Secretary** | Noun | A person who manages office tasks and appointments. | The **secretary** scheduled my appointment. |
| **11** | **Insurance** | Noun | A system where people pay for financial protection in case of illness. | The hospital checked the patient's **insurance**. |
| **12** | **Data** | Noun | Information, often in the form of numbers or facts. | The hospital collects **data** about patients. |
| **13** | **Schedule** | Noun/Verb | A plan that shows when tasks or appointments happen. | The nurse will **schedule** your next visit. |
| **14** | **Reception** | Noun | The area where visitors are greeted in an office or hospital. | I asked for help at the **reception** desk. |
| **15** | **Referral** | Noun | A document that sends a patient to another doctor. | The doctor gave me a **referral** to a specialist. |
| **16** | **Health** | Noun | The state of being well or free from illness. | **Health** records are important for treatment. |
| **17** | **Code** | Noun | A system of numbers or letters used to represent something. | Each medical condition has a special **code**. |
| **18** | **Clinic** | Noun | A place where people receive medical care. | I went to the **clinic** for my check-up. |
| **19** | **Billing** | Noun | The process of sending or paying bills for services. | The **billing** department handles payments. |
| **20** | **Signature** | Noun | A person’s name written in their own handwriting. | The patient needs to give a **signature** on the form. |